SALARY INCREASE PROCESSING SCHEDULE
DECEMBER 2005/JANUARY 2006

Schedule of Events for Salary Increase Processing

September 6
> **First day to be begin updating Salary Increase Mass Entry Pages**

December 16
> **Last day to update Salary Increase Mass Entry Pages**
>> AGENCIES THAT MISS THIS DEADLINE WILL BE REQUIRED TO MANUALLY ENTER ALL JOB DATA, EMPLOYEE REVIEW, AND ADDITIONAL PAY ROWS INTO PEOPLESOFT.

December 28
> **Last day to update Job Data, and Payroll Additional Pay Pages, if necessary for January 1 increases.**

Night of December 28
> Job Data, Employee Review and Payroll Additional Pay Pages updated by salary increase programs processed in the HCM Production database.

December 29
> Reports distributed to agencies. Begin verification of data and/or processing exceptions.
> **Begin to enter 01-01-2006 or later personnel actions.**

Updating Salary Increase Mass Entry Pages

Salary increase records that have been updated in the Mass Entry Pages will be 'locked' after processing has been completed. These records will remain viewable, but cannot be changed. **It is recommended that an Increase Recommendation be entered on each employee for whom an evaluation has been completed even if it is known that the employee will not be processed due to one of the error conditions listed below.** By entering the Recommendation, increase amounts will be calculated and will be viewable when it becomes necessary to manually enter actions such as Return from Leave without Pay (LWOP).

Once increases have been processed, it will NOT be possible to use the Mass Entry Pages to calculate increase amounts when manually entering corrections to resolve missing or incorrect actions that were effective prior to the salary increases. The 'Correction Calculation' page will be provided that will permit the calculation of Performance Based Increase (PBI) amounts. This page will NOT create any Job Data , Additional Pay, nor Employee Review rows, but will provide the information necessary for the manual entry of such rows.

Reports

> HRxxx0510 – Salary Increase Processing-Salary Exception List
> HRxxx0511 – Salary Increase Processing -Employees Successfully Processed
>
> PYxxx0571   - Mass Actions on Additional Pay
> PYxxx0571E - Mass Actions on Additional Pay - Errors

Update to Job Data and Employee Review

Two reports will be generated as a result of the salary increase process. One report will list those employees who were processed successfully (HRxxx0511). Data will include the performance ratings, increase recommendation, various increase amounts and new salary. Salary amounts will be shown as both "Annual" and "Comp Freq". Comp Freq reflects the increase amounts based on the employee's Comp Frequency on the Compensation Page (i.e., semi-monthly, monthly, hourly, etc.). Percentage increase values will also be displayed.

Employees who received a "No" for Increase Recommended WILL appear in the 'Successfully-Processed' report, if they do not otherwise error-out. If their Responsibility Rating is 'D', 'M' or 'E' they will receive a Job Data row indicating "No Performance-Based Increase" and a rating row on Employee Review. Employees who are coded a 'New Hire' (i.e., individuals hired on or after July 1, 2005) will NOT appear on any report generated by increase processing.

There will also be a Salary Exception List (HRxxx0510). For the errors listed below, no processing will occur. Rows will not be written to Job Data, Employee Review, or Additional Pay. For the warnings listed below, all appropriate processing will occur.

Errors:

1. This employee has a missing Increase Recommendation.

2. This employee has an action dated on or after the increase date.

3. This employee is on leave.

4. This employee is suspended.

Warnings:

1. Reviewer ID not a valid Employee ID, no Comments row written.
   (NOTE: An Employee Review row will be written but the invalid Reviewer ID will not be inserted in the row.)

Errors are processed in the order listed. If the employee has more than one error, only the first error that dropped them from the process will be shown. Therefore, if an employee errors-out, be sure to check all their data before beginning manual entry of their correct information.

Update to Additional Pay

Employees that are processed with the Additional Pay Update program, a MASS ACTIONS ON ADDITIONAL PAY report (PYxxx0571) will be generated listing the employees processed. The report will be sorted either alphabetically within Earnings Code or alphabetically within Department ID within Earnings Code (based on your preference) and will list the old and new pay rate. Employees not processed will be listed in MASS ACTIONS ON ADDITIONAL PAY-ERRORS report (PYxxx0571E). The following error messages could be generated:

1. Employee status is Leave of Absence,

2. New rate equals Old rate, employee bypassed,

3. Add'l pay already updated on or after effective date,

4.   This additional pay is not marked OK to pay,

5.   No earnings; Hours 0.00; Hourly rate $0.00, (Earning code is not being used to pay employee.)

6.   This additional pay ends on MM/DD/YYYY,

7.   Goal amount is $9,999.99, (Earnings codes with goal amounts are not processed.)

8.   Has multiple sequence numbers, employee not processed. (Multiple occurrences of the same earnings code with different amounts.)

It is **NOT** necessary to deactivate any additional pay earnings codes prior to the running of the salary advance programs.

Pension Eligibility: Effective with the upgrade to PeopleSoft version 8.8, the Pension Eligibility checkbox will be inactivated (grayed-out) and no longer used. Any rows prior to version 8.8 will still be accessible for corrections to history rows. The calculation for Pensions will use either Special Accumulators attached to the Earnings Code table or actual gross pay.

If an employee errors during Job Data processing, Additional Pay process will not update that employee. These exceptions must be corrected and manually entered in the system. A separate memo will be provided before this process detailing the business processes for correcting exceptions to the salary increase processing.

If you have any questions about the Salary Increase Process or any of the reports, please contact the HCM Production Support Desk at GTAHRMS@gta.ga.gov or 404-657-3956 or 1-888-896-7771.